



Policies and Procedures Manual - Appendix A
HURON FEATHERS PRESBYTERIAN CENTRE
STAFF INFORMATION 2024

About Huron Feathers

Huron Feathers is a unique place. In 1968 two local ministers recognized the need for a church-based youth Centre at Sauble Beach to meet the needs of the large number of young people who spent their summer months on the beach. To realize their vision, they built a large wooden A-frame building on a lakefront lot and began using it as a drop-in café and counselling centre.

They gave the name Huron Feathers to the Centre, to conjure up images of the lake and the land, which even now border a First Nations reserve. The “Feathers” was to be a meetinghouse for the community, a place where people could come and experience a little of the community, friendship and fellowship which should characterize Christianity.

Presently the centre is overseen by a volunteer Board of Directors. During the summer months 4 Summer Staff join with the Summer Program Director to run the Centre’s programs.

One of the centre’s main programs is a Day Camp run Mon.-Fri. from 9:30 -12:30. Another important program is the Youth Program which meets Tuesday and Thursday evenings to offer activities for youth in a Christian atmosphere.

Sunday morning worship at the Centre is also another important activity. Huron Feathers offers a unique service of worship and fellowship, which has a coffee break and chat as part of the order of service.

Joining the staff of such a place requires first and foremost a commitment to the Centre’s mission, to help others find and experience community in Christ. Huron Feathers is a wonderful place, promising you a summer like no other.

Qualifications of all Summer Staff

- 1) The Summer Staff will have an interest in camp ministry and will have some experience (minimum 2 years) working in a camp setting, or with children and youth.
- 2) Summer Staff will be capable communicators who are comfortable giving instruction, and dealing with children, youth and adults.
- 3) Summer Staff will have current First Aid and CPR certification.
- 4) They will be willing to live in Christian community with the other staff members and be prepared to participate fully in the life of the Centre, and in daily and weekly worship.
- 5) They will be efficient planners, and good organizers.
- 6) Two of the Summer Staff will have current lifeguard certification.

Expectations and Responsibilities of Summer Staff

- 1) The efficient planning of suitable Day Camp and Youth Programs to run throughout July and August. In consultation with the Summer Program Director, determine which staff will be primarily responsible for Day Camp, and which staff will be primarily responsible for Youth events. Understand that all staff will assist with both programs as needed.
- 2) Co-operation with other staff members is required to ensure a smooth-running Centre. Weekly staff meetings are held at which attendance is mandatory.
- 3) Sharing accommodation in the community at the staff cottage.
- 4) The efficient use of volunteers within the Day Camp and Youth Programs.
- 5) To take one's fair share in the cleaning and upkeep duties of the Centre and the staff cottage.
- 6) Preparedness to swim with the children in order to assist the lifeguards with their duties.
- 7) Timely completion of administration, publicity, registration, attendance and any other necessary paperwork.
- 8) Submit all receipts to the Treasurer of the Board of Directors according to instructions given at the beginning of the summer.
- 9) Prepare a mid-summer and end-of-summer report with recommendations for Huron Feathers programs.
- 10) Leave a file including a report, details of summer programs, contact names, addresses of volunteers with the Board of Directors at the end of the summer.
- 11) Be expected to take one day off per week (Saturday) and one weekend off per month, as arranged in advance with the whole staff.

Each staff is directly responsible to the Summer Camp Director, and to the Board of Huron Feathers.

Specific Ministry Areas

Day Camp Responsibilities:

- 1) To prepare age-appropriate activities, stories, crafts and games.
- 2) To provide an overview of themes for the summer by the end of June to the Summer Program Director.
- 3) To ensure the Day Camp program is well advertised in the community.
- 4) Become familiar with Leading with Care (the Presbyterian Church's policy on Sexual Abuse), and the definitions of appropriate and inappropriate conduct.

- 5) In cooperation with the Summer Program Director, ensure Leading with Care ratios are met daily at the Day Camp program.
- 6) Have skills in crafts, music, and drama.
- 7) Train and efficiently use youth volunteers within the Day Camp.
- 8) Ensure Sunday School is planned and takes place during Sunday worship in July and August.
- 9) Assist with all other aspects and programs of the ministry at Huron Feathers as needed.

Youth Responsibilities:

- 1) To run youth meetings or activities at least two nights per week, with one night focusing on faith development.
- 2) Contact the teens that came during the previous summer to use as a basis for this summer's group.
- 3) To plan a Youth Week during the fourth week of July (The week of Sauble Christian Fellowship's VBS. Day Campers are encouraged to attend this as there will be no Day Camp that week).
- 4) Become familiar with Leading with Care (the Presbyterian Church's policy on Sexual Abuse), and the definitions of appropriate and inappropriate conduct.
- 6) To advertise the Youth Program in the community.
- 7) Assist with all other aspects and programs of the ministry at Huron Feathers as needed.

Waterfront Responsibilities:

- 1) Plan and run swim programs for children aged 5-12, suitable to the lake environment during July and August.
- 2) In conjunction with other staff, plan and prepare water-based activities for the Day Camp and Youth Programs.
- 3) Prepare safety procedures for the Centre, and post notices accordingly.
- 4) Ensure that a lifeguard is available for the Youth Program whenever it is required.
- 5) Train the other staff in waterfront emergency procedures and establish a protocol.
- 6) Assist with all other aspects and programs of the ministry at Huron Feathers as needed.

Remuneration

All Summer Staff positions are funded by the Board of Huron Feathers. We provide free accommodation, but you will be required to provide your own food. Arrangements may be made at your discretion to pool funds with other staff for joint meals/groceries, or you may opt to look after your own.

Summer Camp Director \$18/hour

Camp Counselor \$16/hour (with lifeguard certificate \$16.50)

Staff returning bonus \$500

Cheques are paid every 2 weeks.

Length of Contract

All Summer Staff positions will typically begin mid-June and will finish at end of August. The first two weeks will be for planning, training, program preparation and community building. There is 8 weeks of program. It should be noted that this appointment will only be confirmed once the candidate has been approved by the Huron Feathers Board.